**Unit 2 - Activity 4 - Project Management Tools Worksheet**

As a Project Manager for Valika Solutions Inc. You have to train the employees to use and manage the tools for the projects.

1. Gantt Chart
2. Pert Chart, calendar to manage projects
3. Closing the project( software meets all requirements, plan software support and maintenance)
4. Review the Management of project by comparing plan to actual performance, outline success and make recommendations for improvement by preparing report in appropriate format.

After the training small report will be submitted by each employee based on small case let to know the level of understanding. Make sure to include pictorial representation in the report.